



## **HR AND PAYROLL ADVISOR**

### **Permanent Part-time, 3 days per week**

Reporting to the Manager, People & Culture, the HR and Payroll Advisor is responsible for providing high level HR support to the Manager, People & Culture and the people we support. This role also runs our fortnightly payroll when our Payroll Officer is on leave.

The HR and Payroll Advisor assists in providing outstanding administrative and general HR support and advice. Although a few years' HR experience is required, you will be working with an experienced HR manager who is willing to mentor you to further your career in HR. Experience with running a payroll is necessary since you will need to be able to independently run our payroll when the Payroll Officer is on leave.

#### **About us:**

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

The Administrative Services Centre in North Sydney provides advice and support to our stakeholders across Australia and we currently employ staff in six states. We are looking for someone who is passionate about providing outstanding support and advice and is able to work independently as well as part of a small, dedicated team. This is a HR generalist role and you will be exposed to all areas of HR. We offer a supportive environment and, after the initial induction period, there will be an opportunity to partially work from home. This role is for 22.5 hours per week on a permanent part-time basis. We are willing to negotiate the days and hours of work as long as it meets our needs.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

#### **About you:**

Ideally, you have experience in HR and Payroll and are able to independently run a fortnightly payroll using MicrOpay for approximately 120 staff. Along with solid technical payroll skills and knowledge about awards, the Fair Work Act and other relevant legislation, you are able to work with people of all levels of experience in people management and be supportive and flexible in your approach. Your current role may be a Payroll Officer role with HR duties and you are looking to transition to an HR role or and you are an HR administrator looking to further build on their sound administrative HR skills.

### **RESPONSIBILITIES**

#### **People & Culture**

- Draft HR documentation and correspondence including position descriptions, employment contracts and variation letters.
- Assist with recruitment activities including drafting and placing of advertisements and management and screening of applicants.
- Process compliance checks.
- Assist with the annual salary review process.
- Undertake HR research and assist in the development of policies, processes and forms.
- Enter data entry and upload records onto HR information system ConnX, online learning and other platforms and portals.
- Provide HR advice and support to staff.
- Monitor compliance with relevant policies.
- Assist with HR projects and reporting as required.

**Payroll**

- Manage and process the complete payroll function including set up of new employees, award interpretations and compliance, record management, timecards, leave, termination calculations and superannuation administration ensuring awards and other legislative and statutory requirements are adhered to and met.
- Liaise with employees and managers on relevant payroll matters.
- Liaise with superannuation funds and ATO regarding Single Touch Payroll (STP) when required.
- Assist with reporting as required using your Excel skills.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding'

Successful applicants in this position will be required to consent to a National Criminal History Check in line with our Compliance Check Policy.

For more information about the role, please obtain a position description via [hr@sosj.org.au](mailto:hr@sosj.org.au). Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to [hr@sosj.org.au](mailto:hr@sosj.org.au) by **9am AEDT on Wednesday 1 March 2024**. We will commence shortlisting and potentially interviewing as we receive applications.